

Chicago Tag & Label, Inc.

ACCOUNT EXECUTIVE- Sales Group

The Account Executive sales position requires expert knowledge and experience in selling all of CT&L products and capabilities directly to the end user and key resellers. The sales responsibility is to maintain current customers, with a focus on internal and external new business generation, and minimal support from the internal CSR team. The Account Executive is responsible for the overall account's business, volume and issue resolution. The Account Executive will focus on medium to large opportunities generated from the marketing department, assigned from shows and generated by their own prospecting efforts based on the knowledge of the industry. This position reports directly to the VP of Sales.

Under directions:

1. This position is expected to account for a minimum of \$1,500,000 in individual sales per calendar year. Under VP of Sales direction, a sales quota based on overall sales volume and new sales growth will be established per year. The sales quotes will be reviewed monthly.
2. Using existing marketing lists to identify and establish new opportunities per market segment, the Account Executive will create an action plan for prospecting in order to grow sales.
3. Once strategic solutions have been developed, actively prospect assigned and old accounts to generate new opportunities. Qualify potential accounts and accurately identify their needs relative to the characteristics of their business. This includes understanding the current products sold to the account and to drive expanded usage of company products. Effectively communicate information about our products and services to the appropriate decision-makers. Work with sales management on all large opportunities
4. Develop and enhance accounts relationships by maintaining close contacts and addressing matters relating to inventory status, pricing issues and problem resolution for the assigned accounts.
5. Review accounts orders as received. Manage all quotation requests; coordinate product design and specification needs and follow-up on outstanding quotations. As needed, provide Customer Service, Estimating and/or Order Entry Department with proper documentation for production of the product.
6. Recommended modifications to existing products primarily to reduce cost and improve product efficiency.
7. Document and process order changes in accordance with procedures.
8. Expedite orders in production to meet customers request and notify customers in advance of late deliveries as alerted by the product department.
9. Address all service related issues. Respond to customer's inquiries relating to order status, order change request, and order issues. Determine the nature of the inquiry and take appropriate action to ensure customer needs are met.
10. Develop, recommend and implement improved methods, operating procedures, and modification to existing sales policies for more effective management of accounts.
11. Utilize CRM software (Landslide) for all contact tracking. Maintain an updated database of all sales accounts, prospects and opportunities and provide reporting on a weekly/monthly basis as determined by the VP of Sales.
12. The Account Executive position is expected to work from the office on a daily.

Perform other related duties as assigned.

Requirements:

- A minimum of **three years** working directly or indirectly with customers in the business-to-business print industry environment. Sales or Account Management experience a plus.
- Preferably have a four-year degree at a College of Business
- Computer skills in MS Office and CRM system
- Excellent communication skills

Compensation: This position pays \$40,000.00 plus commission.

For consideration, please send a resume to dharris@lakecountyil.gov and state Account Executive in the subject line.